

St. Louis Academy Catholic School

Parent Handbook

2017-2018 School Year



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Please note: SLP before a number (for example SLP1017) indicates a St. Louis Policy. P before a number (for example P4060) indicates a Diocesan Policy

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This is your copy of the St. Louis Academy Parent Handbook containing the rules and regulations for the 2017-2018 school year. Each St. Louis Academy family is required to sign a Handbook Acknowledgment Receipt Form to be kept on file in the school office. Failure to read the handbook or to sign or return the acknowledgment shall not relieve parents and students of the obligation to follow all rules and guides that the school and the diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Parents are the child's first and most important teachers. We support the family as having the greatest role in the teaching of Christian and human values. St. Louis Academy understands that parents care about their children and have the responsibility to be a vital part of anything that involves their children's education.

St. Louis Academy Catholic School Vision

"Tradition with a strong foundation in Christ-centered education."

St. Louis Academy Catholic School Mission

All students will be challenged to reach their full potential academically, socially, and spiritually.

We believe that St. Louis Academy will:

Set a foundation for future growth in religious faith so that students enjoy a personal relationship with God throughout their lives.

Develop students' respect for all life and emphasize the individual and self-worth of each student.

Help students demonstrate their understanding of the Gospel values (community, service, forgiveness, peace and justice) in their everyday activities.

Develop the students' sense of belonging in a Christian community with the support and friendship of the school and parish family.

Help students grow alert to the needs and feelings of their fellow classmates with a willingness to forgive.

Encourage student and family participation in the many forms of worship: Mass, Prayer and Service.

Father Ben Muhlenkamp, Pastor

Mrs. Vanessa Diller, Principal

GOD'S GIFT OF HUMAN SEXUALITY

The Catholic School upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift that opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

On the high school level, students will attend a one-semester course focusing on reverence for life in their freshman or sophomore years.

SCHOOL/PARENT AGREEMENT

St. Louis Academy students are taught, through our religion program, the essential truths of the Catholic faith and are urged to cultivate a habit of daily prayer, to be faithful in receiving the sacraments of the church, particularly through participation in Sunday mass, to do works for others in charity, and to work towards a life long practice of self-education. This supports Diocesan policy P4060.

The work of the school is greatly compromised if parents do not make an effort to practice their Catholic faith at home. The time that we take to teach the children the truths of the Catholic faith and to cultivate good habits is negated if parents do not practice what is taught at school. Most especially, the work of the school is greatly compromised if parents do not bring their child/children to Mass every week. Therefore, it is required that Catholic parents enrolling their child/children in our parish grade school agree to attend Sunday Mass weekly throughout the year.

Students	Diocese of Fort Wayne-South Bend	4060
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Attendance in Religion Program

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

Faculty & Staff

Pre-K	-Mrs. Melissa Masek
PreK Aide	-Mrs. Rachel Garland
Kindergarten	-Mrs. Amber Wharton
Kindergarten Aide	-Mrs. Marilyn Doctor
Grades1	-Miss Rachel Kent
Grade 1 Aide	- Miss Maria Emilian
Grade 2	-Mrs. Tracey Jacquay
Grades 3	-Mrs. Darlene Carey
Grade 4	-Mrs. Michelle Bradtmueller
Grade 5	-Mrs. Melissa Weaver
JH Social Studies & Religion	-Mrs. Abbie Regedanz
JH Language Arts	-Mrs. Elaine Smith
JH Math & Science	-Mrs. Sarah Carvey
Art	-Mrs. Ashley Jewell
Music	-Mr. Sean Black
Physical Education	-Mr. Sean Black
Library	-Mrs. Ellen Oberley

Educational Assistance Department Staff:

EAD Director	-Mrs. Ashley Jewell
EAD Staff	-Mrs. Lisa Litchfield
EAD Staff	-Mrs. Laura Wharton
EAD Staff	-Mrs. Brigitte Pepe
Cafeteria Director	-Mrs. Jennie Van Horn
Cafeteria Staff	-Mrs. Julie Nolan
Morning Care Director	-Miss Rachel Speith
After School Care Director	-Mrs. Susan Shaffer
After School Care	-Mrs. Susan Gurney
After School Care	-Miss Jessica VanHorn
Nurse	-Mrs. Melissa Acosta
Secretary	-Mrs. Kim Kiracofe
Principal	-Mrs. Vanessa Diller

School Board

Father Ben Muhlenkamp, Pastor
Mrs. Vanessa Diller, Principal
Mrs. Anna Gurney, Chairperson and Communications/Marketing Chair
Mr. Neil Oberley, Vice Chair
Mrs. Kelly Ley, Secretary and Curriculum Committee Chair
Mr. and Mrs. Ted and Alex Ames, Facilities/Grounds Committee Chair
Mrs. Samantha Mackin, Catholic Identity Committee Chair
Mr. Steve Ottenweller, Finance and Development Committee Chair

MODEL CIVILITY POLICY SLP1035

Maintaining a safe school is of the utmost importance to the administration and staff of St. Louis Academy. Lack of respect from students and parents is one of the greatest safety issues teachers and administrators face today.

Preamble: The purpose of this policy is to provide rules of conduct for parents, other visitors to schools and school employees. It is the intent of St. Louis Academy to promote mutual respect, civility and orderly conduct among school employees, parents and the public. It is not the intent of the school to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, St. Louis Academy Catholic School administration encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

1. Expected level of behavior:
 - a. School and school district personnel will treat parents and other members of the public with courtesy and respect.
 - b. Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff and district employees with courtesy and respect.
2. Unacceptable/disruptive behavior:
 - a. Disruptive behavior includes, but is not necessarily limited to: behavior which interferes with or threatens to interfere with the operation of the classroom, an employee's office or office area, areas of a school or facility open to parent/guardians and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and the general public.
 - b. Using loud and/or offensive language, swearing, cursing or display of temper.
 - c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute as a criminal violation.
 - d. Damaging or destroying school or parish property.
 - e. Any other behavior that disrupts the orderly operation of a school, a school classroom or any other parish facility.
3. Parent Recourse:
 - a. Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the school Principal and/or the Pastor.
4. Authority of school personnel:
 - a. Authority to direct persons to leave school or parish premises:
 - i. Any individual who (1) disrupts or threatens to disrupt school or school district operations; (2) threatens or attempts to do or does physical harm to school personnel, students or others lawfully on a school or parish premises; (3) threatens the health or safety of students, school personnel, or property of others lawfully on a school or parish campus; (4) intentionally cause damage to school, parish property or property of others lawfully on a school or parish campus; (5) uses loud or offensive language or who without authorization comes on a school or parish facility, may be directed to leave the school or school board premises by a school's principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.
 - b. Authority to deal with persons who are verbally abusive:
 - i. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on the school or parish premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement takes such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

EXPECTATIONS OF ST. LOUIS ACADEMY STUDENTS

The following list emphasizes the positive actions expected of students committed to studying in a Catholic school environment. It is through the sharing of faith and values that we help students reach their full potential academically, socially, and spiritually.

1. Students are expected to treat others in a Christian manner as they expect to be treated.
2. Students are expected to demonstrate respect for all faculty and staff members, volunteers and other students. This would include refraining from physical and/or verbal harassment as well as profanity.
3. Demonstrating true pride in being a part of the St. Louis Academy community, students are expected to respect all property and to assist in maintaining order and cleanliness in the school building, church and on school property.
4. Realizing that liturgy is an important part of the school community, students participate actively in the planning and celebration of grade level and all school liturgies.
5. Students follow all guidelines and expectations as outlined in this school handbook.
6. Realizing that all individual gifts and talents are gifts of God, students strive to use all of their gifts to develop their greatest potential and to help to build the Kingdom of God.

Classroom Expectations

1. Talking, running, and all loud noise in the halls and restrooms are never permitted.
2. In order to leave the homeroom, permission of the homeroom teacher is necessary.
3. Students should take proper care of desks, chairs, and other school property.
Restitution is required for any property damage.
4. Class changes should be done in a quiet and orderly manner and monitored by grade level teachers.

SCHEDULE FOR THE DAY

7:35 a.m.	Students may enter their classroom
7:50 a.m.	School begins for all students in grades K-8
11:00-12:00 p.m.	Classes break for lunch and recess at varying times
2:50 p.m.	Announcements- ALL STUDENTS MUST BE IN HOMEROOM
3:00 p.m.	Dismissal Mon, Tues, Thurs, Fri
2:30 p.m.	Dismissal Wednesday

Arrival

1. Car riders are not to arrive before 7:20 a.m. unless they are going to Morning Care. They are to enter through the back door, door #3, and, if prior to the 7:35 a.m. bell, they will wait in main building hall quietly. At the 7:35 a.m. bell, students report to homeroom.
2. Walkers and bike riders may not arrive before 7:35 a.m.
3. At the 7:50 a.m. bell all students, K-8, should be in their homerooms and seated.

Dismissal

Students are to remain in homeroom and leave only when their transportation is called, or until the final bell. Drinking fountains and restrooms are off limits during afternoon announcements. Car riders not picked up by 3:15 p.m. will be sent to sit outside the office. Therefore, if you are delayed past that time, you will need to come to the main door to pick up your child(ren). We have a before and after school care program, which is available from 6:30-7:30 a.m. and from 3:00- 6:00 p.m. If you cannot be here to pick up your child by 3:20 p.m. you must use the after school care services. For their own safety, children must be supervised at all times.

RELEASING STUDENT FROM SCHOOL GROUNDS SLP1402

When someone other than a parent or guardian will be picking a child up after school or during the school day, the school office must have a written note or receive a phone call from the parent or guardian stating the name of the person who will be picking the child up. The child is to remain in the classroom until the responsible adult arrives. If the child is sick, he/she is to remain in the school office until the responsible adult arrives. This person is to check in at the office. If the school employee does not know this person, they are to ask for identification. At this time, the office personnel may contact the teacher to release the child. No child will be released to the care of anyone other than the parent, legal guardian or designee.

ADMISSIONS POLICY – SLP1007

St. Louis Academy shall follow and promote an open enrollment policy, accepting students according to Diocesan Policy (4010) and Parish guidelines. (Before acceptance, all registration requirements and deadlines must be met.)

Admissions Procedures

Per Diocesan Policy 4010, all students new to St. Louis Academy Catholic School must be administered a placement test before beginning school. Diocesan policy allows the use of ISTEP+ test results and various standardized and local assessments to fulfill the placement testing requirements.

ENROLLMENT POLICY – SLP1027

Students will meet all enrollment requirements for a safe and healthy school environment. This is in compliance with Diocesan policy P4010.

Students	Diocese of Fort Wayne-South Bend	4010
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Enrollment

I. School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts/English proficiency and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for Language Arts/English and Math from an approved list provided by the Office of Catholic Education. Requests for waivers must be submitted to the superintendent of schools in writing prior to admission of students.

IV. School Entrance Requirements

Only a person having the legal custody of the child can enroll a child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment. Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

IV. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school, or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Communicable Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination the review team, will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

1. The nature of the risk – how the disease is transmitted;
2. The duration of the risk – how long the carrier is infectious;
3. The severity of the risk – the potential harm to third parties;
4. The probabilities the disease will be transmitted and will cause varying degrees of harm; and
5. Whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

TRANSFER POLICY SLP1016

The St. Louis Academy transfer policy applies to all transfer students wishing to attend St. Louis Academy Catholic School. A transfer student is defined as anyone not starting at St. Louis Academy within the first two weeks of kindergarten. The provisions of this policy are not all inclusive. St. Louis Academy reserves the right to waive the provisions of this policy, if in the opinion of the principal or pastor waiver is merited. This is in compliance with Diocesan policy P4020.

Transfer Procedures

1. Application for admission to St. Louis Academy must be made during a personal interview with the school administration.

2. Transfer students who are Catholic may not be admitted to any grade from a non Catholic school unless the student is actively enrolled in a religious education program (either at St. Louis or at the child's previous parish), and a letter of recommendation from the child's religious education director is submitted along with the application for admission to St. Louis Academy Catholic School.
3. A student may not be admitted if he/she has been involved in a serious infraction of a previous school's rule during the preceding year. This includes, but is not limited to, violation of drug, alcohol, vandalism, and smoking rules, attendance problems, harassment, threat of violence and/or violence against another, stealing, suspected gang activity, grades that reflect a preponderance of under achievement or under supervision of the judicial system.
4. A student may not be admitted if he/she has been expelled from another school, or has voluntarily withdrawn from another school because of threat of expulsion.
5. Transfer students will be placed on probation for a period of 60 school days from the date of transfer. During this probationary period, St. Louis Academy Catholic School reserves the right to ask transfer students to withdraw if serious academic or behavioral problems arise.

Students	Diocese of Fort Wayne-South Bend	4020
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Transfers

I. Accepting Transfer Students

Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

The principal of the school from which the student requests to transfer should be notified immediately once the request is made. It is expected that the principals involved can arrive at a decision agreeable to both schools regarding the requested transfer. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school.

In the case of high school students, all rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly followed.

II. Accepting Expelled or Suspended Transfer Students

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of all facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of an elementary school).

III. Accepting Students from Non-Accredited Private School or Home Schools

Credits from a non-accredited instate or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal may require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed from the private or home school (refer to Diocesan Policy 4010). If testing is required, it shall be administered under the auspices of the enrolling principal. The principal shall place the student and grant credit based upon the test results according to local school policy. The tests and procedures used to appraise eligibility for credit and/or placement may include, but are not limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

AMENDMENTS TO THE HANDBOOK

The Principal and Pastor reserve the right to amend this Parent Handbook at any time without advance notice. Parents/Guardians will be given prompt notice of amendments.

Those changes will also be made available, online, at the school website.

ATHLETICS

St. Louis Academy Catholic School Athletic Association Mission Statement

The St. Louis Academy Crusader Athletic Program is committed to offering an athletic program that facilitates the spiritual, emotional, and physical growth of our young athletes. SLA Crusader student athletes, coaches, parents, and fans are required to reflect a Christ-like spirit of sportsmanship. For further information regarding Athletic programs please refer to the Athletic Handbook that can be requested at the school office.

ATTENDANCE POLICY – SLP1017

All students are expected to arrive in class on time in order to provide a positive learning environment. This is in compliance with Diocesan policy P4040.

Attendance Procedures

1. **Tardiness** - You are tardy if you arrive later than the time designated for the beginning of the morning and/or afternoon sessions. You must stop in the office before going to your homeroom. If you are tardy five times in one quarter, you will receive a detention.
 1. Students are tardy if they arrive after the time designated for the beginning of the morning session (7:50 a.m. for all students in grades PreK-8).
 2. Students are tardy if they arrive later than the time designated for the beginning of the afternoon session (this varies by grade level).
 3. Students who are tardy due to circumstances out of their control (car trouble, traffic accidents, flat tires, etc.) are tardy, but it is an excused tardy.
 4. Students who are tardy due to oversleeping are tardy, but it is an unexcused tardy.
2. **Absence** - Upon returning to school after an absence, a written note stating the reason for the absence and signed by your parent/guardian must be presented to the teacher within two days. If notes are not received by the second day, you must report to the office and parents will be called. Students who do not attend school at least one-half day, especially for reasons of health, may not participate in any after school practices, games or meetings on that day.
 1. Students attending school less than 2 hours are absent all day.
 2. Students leaving school before 9:50 a.m. are absent all day.
 3. Students arriving at school after 1:00 p.m. are absent all day.
 4. Students arriving at school more than 2 hours late in the morning (after 10:05 a.m.) are absent 1/2 day.
3. **Appointments** - Whenever possible, dentist and doctor appointments should be made after school hours. All appointments during school hours must be presented in writing to the school office, where a pass will be issued. If your appointment is before school, and you will be arriving late:
 1. Please notify your homeroom teacher by note on the previous day. You will be marked as an excused tardy if you are not present at the beginning of the morning session.
 2. If you are purchasing lunch for the day, please inform your teacher or the school office
 3. Student appointments arriving late for the beginning of class are marked excused tardy

Perfect Attendance

Students with excused tardies qualify for perfect attendance. Students with unexcused tardies or absences do not qualify for perfect attendance.

essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parent/Legal Guardian Responsibility

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

1. Graduates; or
2. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
 2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or
3. Reaches the age of eighteen (18) years.

II. Absences from School

Absences from school shall fall into one of the three following categories:

1. Absences that are counted as present
 1. Serving as a page for or honoree of the Indiana General Assembly
 2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
 3. Court appearances pursuant to a subpoena;
 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
 5. Placement in a short-term inpatient treatment program, which provides an instructional program
 6. Homebound instruction;
 7. Religious observances; and/or
2. Excused Absences
 1. Illness of the student (with written statement by parent/guardian or doctor)
 2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
 3. Out-of-school suspension
 4. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
 5. School/college visits (2 days) - parents/guardians need to check with the individual school's policy for arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence has occurred (see Frequent or Prolonged Illness below).
3. Family vacations
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when she/he is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy:

1. Refusal to attend school in defiance of parental authority.
2. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
3. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence and signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

1. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
2. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
3. After a student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
4. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

BEFORE AND AFTER SCHOOL CARE PROGRAM

St. Louis Academy Catholic School sponsors a Before and After School Care Program located on the campus. For more detailed information, please refer to the St. Louis Academy Child Care Handbook.

BUSINESS HOURS

School business hours are 7:30 a.m. to 3:30 p.m. After hours, leave a brief message and your call will be returned as soon as possible. Meeting with Principal Diller will be scheduled following morning announcements and mass (after 9:00 a.m.).

CAFETERIA

Lunches are provided through St. Louis Academy's Cafeteria program. The Cafeteria is an entity separate from the school, operating within the compounds of the school to provide lunches. The lunch program includes milk and meets all nutrition standards and guidelines of the USDA and the Indiana Division of School and Community Nutrition.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. Or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS 12101, et seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Title IX Coordinator, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798, or by telephone to (317)232-6610 or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL, 60606-7204 (312)886-8434 – Glenda Ritz, Indiana Superintendent of Public Instruction.

Students at St. Louis Academy are encouraged to participate in this program. The menu will be posted monthly in the school newsletter and can be found on the school website, www.stlouisacademy.org. Additionally, in compliance with federal regulations, the cafeteria offers a Free and Reduced Lunch Program for those students who qualify. All information is confidential.

Cafeteria Guidelines

1. All families are to pre-pay for school lunch. They may send a check made out to St. Louis Cafeteria at the beginning of the week or at the beginning of the month to cover the cost of the student lunches. The SLA Cafeteria will send you monthly statements via email to update you on your balance.
2. If a student would like to order a hot lunch, he needs to make his lunch choice in homeroom. After your child proceeds through the lunch line, a lunchroom supervisor will input your child's lunch status for that day into a computer system.
3. We ask that a student who is late arriving to school because of an appointment, illness, or other reason, verify with the office the he will be receiving hot lunch for the day. The cafeteria is then informed, and the lunch count is readjusted for accuracy. Students arriving later than 9:30 who did not previously call with the child's lunch choice WILL NOT be able to receive a lunch through the Cafeteria program, as the cafeteria pre-counts lunch items prior to this time so the staff can begin lunch preparations.
4. The Cafeteria offers a Free and Reduced Lunch Program. Parents may fill out an application any time during the school year.
5. Milk will be sold daily.
6. Water will be available for all children.
7. To assist the volunteers to record lunches quickly and accurately, students purchasing hot lunch must enter the cafeteria with their homeroom and in alphabetical order by last name.
8. Politeness, courtesy, and cooperation toward faculty, lunch assistants, and other students are expected at all times.
9. Students are responsible for cleaning their own places, the table at which they are seated, and the area around it. Please be respectful of the next student who will occupy the same lunch space.
10. Students are expected to exhibit good table manners and courtesy at all times in the cafeteria. Talking should be done only with persons seated next to you or across from you. Keeping your voice soft will help make the cafeteria a pleasant place for all.
11. The school Cafeteria reserves the right to deny hot lunch privileges to students who have outstanding charges.
12. If you have any questions, please contact the cafeteria office via email at cafeteria@stlouisacademy.org.

CHURCH

Eucharistic Liturgy will be celebrated Tuesday through Friday with students in grades 1-8. Kindergarten students will attend Mass on Wednesdays and Fridays. All-school liturgies will also be celebrated for Holy Days and special feast days. Students at St. Louis Academy have the privilege of attending Mass and other spiritual exercises. This privilege allows you to grow in your love for God, our Father; Jesus Christ our Savior; and the Spirit, who dwells in you while allowing you to pray for those in need. Your prayer life together is what makes St. Louis Academy Catholic School a living Christian community. In order to take advantage of these opportunities for prayer, the following regulations must be followed:

1. All students will join in our celebrations in song and prayer.
2. When entering and departing church, you should remember that it is God's dwelling place and adore Him with a respectful genuflection and proper use of holy water.
3. In reverence for Jesus present in the Blessed Sacrament, you are to be silent when entering and leaving the church.

question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- a. Step 1: Address the issues with the classroom teacher (or person) with whom he/she has the problem.
- b. Step 2: Address the issue with the Principal.
- c. Step 3: Address the issue with the Pastor (elementary schools only).
- d. Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
- e. Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Recommended: January 26, 2010 Diocesan School Board
Ratified: June 2, 2010 Diocesan Bishop

CONFERENCES

To discuss a student's performance, problems and progress please telephone the school to arrange a conference or request a call back from a teacher or the principal. A teacher can usually schedule a phone call to you during the school day and in this way quickly clear up any questions before they become problems. A conference, however, is better for longer discussions. To assure the appropriate setting and time, it is necessary to arrange a conference appointment in advance.

Please do not disrupt the learning environment by interrupting with a "stop in" visit. Teachers have requested that they be contacted at school. They are normally at school until 3:30 pm. Parent-teacher-child conferences are scheduled for all students at the end of the first quarter. The opportunity for a second and third conference at the end of the second and third quarters will be available per request of parent and/or teacher.

SCHOOL COUNSELOR

Through the team effort of our faculty, we strive to provide a healthy atmosphere of learning for all our students. The school counselor's role in the school may include:

1. Direct services through referrals from the student, parents and/or faculty for individual guidance to help with specific issues that may be interfering with the student's optimal learning.
2. Classroom presentations on a variety of topics such as friendship, **safe boundaries**, virtues, sexual harassment, self-esteem and responsibility.

Our policy permits a child to be seen individually by the counselor one time without the written permission of the parent. If a parent does not want their child to be seen - even one time - by the school social worker, the parent must complete and send the Counseling Opt-Out Form to the school at the beginning of each school year. This form is an attachment at the end of the Handbook.

DISCIPLINE POLICY SLP1018

Disciplinary action will be taken by any faculty, staff, or administration for inappropriate student behavior. This is in accordance with Diocesan policies P4560, P4520, P4530, and P4420.

Discipline Procedures

Self discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. Louis Academy Catholic School students. Students are expected to be honorable, charitable and

responsible. Disciplinary actions are corrective measures taken by a faculty member or administrator as responses to inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior.

1. Teachers will handle all normal discipline problems that occur in their classrooms. They will communicate with parents concerning problems so they can work together to correct these.
2. Problems that occur in the cafeteria or on the playground will be referred to the student's homeroom teacher.
3. The teachers will notify the principal about any serious offense.
4. Students who are sent to the office for behavior issues three times in one quarter will receive a detention from the principal.

Restorative Discipline Model Guidelines

Restorative Discipline works for the purpose of healing and forgiveness after infliction has occurred. This effort is worked out between the victim or community and the offender. In studies, using restorative approaches helps both the victim and offender through a fair process that maximizes the student's learning and growth to create long-term change. The core of this model is through healing, empowering, and respect.

Key elements of Restorative Discipline are:

- Students taking responsibility
- Making amends
- Creating jointly produced outcomes through direct dialogue with the student, reflection, and/or students to carry out a restorative plan

Minor Discipline Violations – Tier I Infractions

Disciplinary Tier I Infraction Form will also list minor violations, which require parental notification. These violations may include:

1. Leaving the classroom without permission.
2. Inappropriate language.
3. Unauthorized candy/gum/food.
4. Unauthorized toys or electronic devices (i.e. phones, computer games, etc.).
5. Inappropriate behavior in the hallways, restroom, classroom, Church, cafeteria, playground, etc.
6. Incomplete homework
7. Miscellaneous (includes any other incident which requires a referral).

After receiving five referral slips for minor violations a student will be issued a slip for a serious violation (Tier II Infraction).

Serious Discipline Violations – Tier II Infractions

Disciplinary Tier II Infraction Form will be given to students for the following Major violations:

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, patrols, office staff, cafeteria and maintenance personnel, etc.

2. Habitual disruptive behavior, such as inappropriately speaking out, excessive talking during class, causing deliberate distractions, and inappropriate behavior on parish property.
3. Physical or verbal abuse, including intimidation or bullying of others.
4. Damage to parish/personal property, such as textbooks, equipment, furnishings, facilities, materials, etc.
5. Stealing, lying, cheating
6. Truancy or unauthorized leaving of school.
7. Other - this includes any other incident (i.e. playground, etc.) that requires parent notification.

Major Discipline Violations- Tier III Infractions

Disciplinary Tier III Infraction Form will include extreme violations, which are outlined in the Suspension/Expulsion policy in this handbook.

Procedures for Issuing Tier I and II Infractions

1. The adult issuing a Tier Infraction Form will provide the students homeroom teacher a copy of the Infraction Form with an outline of the incident. The homeroom teacher is then responsible for assigning the appropriate consequence, noting it on the referral form and distributing one copy to the student and one copy to the office.

2. When a student is issued a disciplinary referral form, it will be sent home to the student’s parent/guardian. This form is to be signed and returned the next school day. The student’s homeroom teacher will notify the parent via email or ClassDojo, and will keep a copy of the form on file.

3. Consequences for each Serious Discipline Violations, Tier II Infractions, will occur in the following order:

- First referral: Detention
- Second referral: Detention and conference with student, parent/guardian, and teacher(s). Saturday detention for any 7th/8th grade student. At this point, principal notified.
- Third referral: In-School-Suspension students 1-6. Saturday detention for any 7th/8th grade student with extended time.
- Fourth referral: Out-of-School (OSS), or In-School-Suspension (ISS), and conference with principal, teacher(s), parent/guardian and student prior to readmission to classes.
- Fifth referral: Extended OSS or ISS with possibility of expulsion. Conference with principal, teacher(s), parent/guardian and student prior to readmission to classes.

Extreme incidents may incur the penalty of immediate suspension.

Probationary Period

If a student does not receive additional referrals for any major violations for a period of eight or more weeks then the next major referral would result in a repetition of the most recent consequence. These policies will apply to ALL school related activities on and off school property.

Detention

A detention may be used as a consequence for misbehavior or academic irresponsibility. A teacher or principal may assign before-school detention. Students will be notified at least one week in advance. The student’s Infraction Form will state the reason for the detention, and it will include

the date and time for the detention. The student will report to the Principal's office for the detention. The Infraction Form will require a parent's/guardian's signature. Students, who for a good reason (such as a previously scheduled doctor's appointment), cannot come for the scheduled detention must bring a written note from a parent/guardian. Failure to serve the detention on the assigned day without a written parental excuse to the Principal or homeroom teacher will result in the detention being doubled. Repeated detentions are cause for suspension or other disciplinary action to be decided by the principal.

During the detention the child will be given a form to complete and will discuss restoration ideas with the Principal. The detention period will not be a time for visiting, playing, or doing homework. Detentions will normally be held once a week from 7:00 to 7:30 a.m. Parents will be required to provide transportation for their child for the detention. Students will exit their detention and go directly to their homeroom after their detention is over.

Gun-Free Schools

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The principal shall establish the term of expulsion after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy. Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. A description of circumstances surrounding any expulsions imposed under the policy
- II. The number of students expelled from the school under the policy
- III. The types of instrument concerned
- IV. For purposes of this policy, the term "firearm" means:
 - A. Any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 - B. The frame or receiver of any such firearm; or
 - C. Any firearm muffler or firearm silencer.
- V. For purposes of this policy, the term "destructive device" means:
 - A. An explosive, incendiary, or poison gas
 - B. Bomb
 - C. Grenade
 - D. Rocket having a propellant charge of more than four ounces
 - E. Missile having an explosive or incendiary charge of more than one-quarter ounce
 - F. Mine
 - G. Device similar to any of the devices described in clauses
 - H. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or
 - I. Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.
- VI. For purposes of this policy, the term "deadly weapon" means any firearm, destructive device, weapon, Taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.
See "Gun-Free School Report" in the School Administration Handbook.

Recommended: November 16, 2012 Diocesan Bishop

Ratified: April 12, 2012 Diocesan School Board

SUSPENSION AND EXPULSION

The principal has the right to discipline a student, up to and including suspension and/or expulsion, for any violation of the school's policies or rules and regulations of student behavior. Diocesan policies P4520 and P4530 (listed following) will be adhered to in discipline cases warranting suspension and/or expulsion.

Suspension

Type I - In School

The student is removed from the normal school situation, placed in a private work area and supervised by the principal, assistant principal or their designee. The student will be given work from all subject areas and all work must be completed before returning to the normal school routine. Term not to exceed five days.

Type II - Out of School

The student is placed under parental supervision and is sent home. According to diocesan policy no make up work is allowed when a student is suspended out of school. All school related extra curricular activities of the student will cease through the duration of the suspension. Term not to exceed five days.

Suspensions can be given for the following violations:

1. Fighting with another student or aggressive behavior toward another person such as hitting kicking, scratching, etc.
2. Retaliation against another student for an aggressive action.
3. Biting another person or spitting at another person.
4. Bringing to school or having on his/her person matches, lighters, firecrackers or any other incendiary item such as shotgun shells.
5. Actions that fall under the categories as listed in Diocesan Policy (*P4520*) specifically stealing belongings from any other person, another student, school employee, or school.
6. Racial or Sexual statements directed toward another person.
7. Bringing to school or having on his/her person any item that could be deemed dangerous to another person or self. For example: laser pointers, toy guns with projectiles, etc.
8. Having medication of any kind on their person or in their belongings.
9. Inappropriate text messages, MySpace pages, Facebook pages, YouTube videos, etc. that involves the school in any negative way or causes any disruption to the school or its purpose.

Expulsion

There are some extreme incidents which of their very nature may incur the penalty of immediate expulsion. The following offenses are considered examples of extreme incidents: Proven delinquency; incorrigible behavior; setting fires; stealing; carrying dangerous weapons; serious destruction of school property; possessing, selling, using, buying, transmitting or secreting any illegal substance, including alcohol; blatant disrespect toward any school authority; real or attempted physical assault upon any person.

The following behaviors have more specified consequences because of the seriousness of their nature and their opposition to the teaching of the Catholic Christian faith.

Cheating

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. (The consequences below are applied to singular students and singular offenses. Issues involving multiple students and offenses will be directed to the Intervention Team.

1. First offense results in the student receiving a zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. The student will call the parent/guardian in the teacher's presence. A Tier 2 infraction consequence will be given to any student breaking this rule.
2. Second offense results in a zero on that particular graded assignment plus one day in-school suspension. A Tier 3 infraction consequence will be given.
3. Third offense results in the student being asked to withdraw or student expulsion as determined by the intervention team.

Pornography

Students are prohibited from possessing or generating material or accessing material via computer or other electronic device that is lewd, suggestive or pornographic in nature. Students may not bring material from email that fits this category. Students may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administrators.

1. First offense results in a one-day in-school suspension and a Tier 3 consequence.
2. Second offense results in the student being asked to withdraw or student expulsion as determined by the intervention team.

Students

Diocese of Fort Wayne-South Bend

P4520

Grounds For Suspension or Expulsion of Students

I. The grounds for suspension or expulsion below apply to student conduct, which occurs:

1. On school grounds;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

1. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
3. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
5. Threatening or intimidating any individual for whatever purpose.
6. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
7. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
10. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
11. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
12. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.

13. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Recommended: April 12, 2012 Diocesan School Board
Ratified: November 16, 2012 Diocesan Bishop

Students Diocese of Fort Wayne-South Bend P4530

Disciplinary Review for Students (Suspension or Expulsion)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Recommended: April 12, 2012 Diocesan School Board
Ratified: November 16, 2012 Diocesan Bishop

Students Diocese of Fort Wayne-South Bend P4420

Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior, if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to Child Protective Services.

Recommended: April 12, 2012
Ratified: November 16, 2012

SCHOOL UNIFORM POLICY – SLP1001

All students in grades PREK-8 will follow the St. Louis Academy Catholic School dress code.

DRESS CODE

St. Louis Academy Catholic School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The St. Louis Academy dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor - not outward appearance, etc. all of these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to the building of an overall positive school atmosphere. All students - Clothes must be modest in fit and style.

Should changes or clarifications to the St. Louis Academy Uniform and Dress Code be needed, parents and students will be informed. All students are obligated to follow this dress code from the first day through the last day of the school year unless otherwise stipulated by the principal. Dress code for all St. Louis Academy students is as follows:

*****PreK BOYS AND GIRLS*****

Hair

Hair should be clean and combed, and hairstyles must be appropriate. Dyed, streaked, or tinted hair is not permitted - no extreme styles.

Shirts

PreK 3 and 4 students are to wear clean shirts with sleeves, with traditional length, of any color. These are not permitted: shirts with holes, strapless shirts, cut off shirts, mesh or see through.

Pants

PreK 3 and 4 students are to wear clean pants, jeans, khakis, or sweats, of any color. These are not permitted: pants with holes, pants with words on the rear.

Shorts

PreK 3 and 4 students are permitted to wear shorts from the first day of school to November 1, and from April 1 to the end of the school year. Students are to wear clean shorts, jean shorts, khaki shorts, or athletic shorts, of any color. Girl shorts will be of modest length. These are not permitted: shorts with holes, “dance” shorts, shorts with words on the rear.

Shoes and Socks

All students must wear shoes and socks at all times. Gym/tennis shoes are preferred. These are not permitted: high heels, flip flops, shoes without backs or straps on the heel.

***** GIRLS (K-8)*******Hair**

Hair should be clean and combed, and hairstyles must be appropriate. Dyed, streaked, or tinted hair is not permitted - no extreme styles.

Blouses

Blouses are limited to long or short-sleeved styles with a collar. They must button completely down the front or have a button tab front. There may not be ruffles, lace or embroidery on the blouses. Knit shirts with collars and button tab fronts are also acceptable. The top button only may be unbuttoned. Shirts and blouses must be completely tucked in at all times. They are not to be tucked up or rolled up above the waist. Blouse color is white only. Colors for polo shirts are the following solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green. These are not permitted: fitted shirts, three-quarter length sleeved shirts, shirts or blouses of denim, chambray, sheer or silk material; shirts or blouses that are oversized; shirts with contrasting colors of collars/plackets.

Turtlenecks

Turtlenecks are to be of cotton or cotton blend with a collar that folds down and fits snugly around the neck. Turtlenecks are allowed in these solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green.

Sweaters

Sweaters are to be of the following solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green. The sweater must be of a traditional style and length in cardigan, V-neck or crew neck style. Solid colored sleeveless sweater vests worn over uniform blouses/shirts are also permitted. The sweater may be flat or cable knit. Fleece sweaters that zip completely up the front may be worn in the following colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green.

These styles are not permitted: Turtleneck sweaters or sweaters that are oversized or cropped. No hooded sweaters of any kind are to be worn within the classroom.

Skirts and Jumpers

Should touch the tops of the knees when standing. The backs of the skirts and jumpers should also touch the knee crease in the back of the leg while standing. Please consider the growth of a child over a school year when hemming or buying uniform skirts or jumpers. If shorts are worn under the jumper or skirt, they may not extend below the skirt or jumper. Rolling of skirts at the waist is a violation of the dress code. Skirt and Jumper may be the following colors: Khaki or navy blue.

Slacks (Pants)

Slacks are to be plain, tailored pants of twill or corduroy. These slacks are to be khaki, solid black, or solid navy. Slacks are to be straight-legged (as in a Docker-style pant). They must be hemmed or cuffed. These are not permitted: Flared or belled slacks, slacks with rivets, slacks that are faded or royal blue, slacks that are of jean material or have a contrasting color of top stitching or metal ornamentation. Pants that have draw strings at the waist, knit slacks, stirrups, leggings, or slacks with “cargo pockets” are not permitted. Slacks may not be rolled up or worn tucked into socks. “Hip huggers”, slits, back pocket flaps, outside pocket stitching - not acceptable.

Walking Shorts

Shorts are to be plain, tailored, twill shorts and are to be khaki or solid navy. They must be hemmed or cuffed.

Shorts must be no shorter than four inches above the knee and may not hang below the knee. These are not permitted: Shorts with rivets, shorts that are faded or royal blue or shorts with “cargo pockets”. Shorts may be worn from the beginning of school until Nov. 1st and from April 1 until the end of the school year.

Belts (Grades 3-8)

Belts must be worn if there are belt loops for all students Grades 3-8. Belts must be solid black, brown or navy. Oversized belts and/or belt buckles are not permitted. Decorative belts or belts with holes the length of the belt are not permitted.

Socks

Socks must be worn at all times, even on “dress down” days. Solid color socks of white, cardinal red, navy blue, light blue, black, maroon, and hunter green may be worn. Socks must be easily visible. Knee-highs or opaque tights may be worn in white or navy blue. These are not permitted: Socks with lace, bows, decorations or trim, footies, socks with logos.

Tights/Leggings

Girls may wear only tights with feet with their jumpers and skirts. Plain in color – red, white, navy blue, and black. Tights of various materials are allowed: fleece lined, cable knit, etc. Leggings may be worn during the school day with jumpers or skirts only between November 1 and April 1. Leggings are to be plain in color – red, white, navy blue, and black. Of course, for recess warmth on cold days, girls with skirts and jumpers are allowed to put on sweats, pants, leggings, snow pants, etc., to play outside. The easier on and off the better.

Shoes

Flat heeled, leather, tie, loafer, and gym/tennis shoes are acceptable. Heel height of girls’ shoes should be no more than one (1) inch high. [To check heel height, set the shoe on a flat surface and measure the heel from the surface to the heel of the shoe. If it is higher than one inch, save it for wearing out of school.] Separate gym shoes are to be kept at school for students in Grades 3-8, and used only in gym classes. These styles are examples of those not permitted: High heeled or pump styles; sandals; backless shoes; clogs; jellies; flip-flops; water shoes. Shoes with eyelets must have laces and must be tied.

Boots

Boots should be of leather or leather-like material. Plain in color – brown, tan, gray, and black only (fashion and hiking boot styles are OK). The following boots are not permitted: cowboy, booties, slipper type boots, boots with heels over one inch. Boots must be worn with pants only and should fit under the uniform pants. Nothing should be hanging out of the pants legs (i.e. fur, tassels, balls of yarn). Boots are not to be worn with uniform jumpers or skirts. Of course you can bring snow boots and wear them to enter the building, during recess, and when going home on snowy days. Boots may be worn from Nov 1 until April 1. If the weather is unseasonably cold in late October or warm in late March, we may adjust the boot-wearing window accordingly.

Make-Up

Girls only may wear the following: clear lip gloss, clear or light pink nail polish. These are not permitted: Heavy foundation, blushes, rouge, eye make-up of any kind (mascara, eye shadow, eye liner, etc.), dark lipsticks, or dark nail polish. Any girl in violation of the make-up guidelines will be told to wash off the make-up and will receive a dress code violation.

Jewelry

Rings, watches, and loose jewelry should not be worn on days when students have gym class. Student jewelry should be modest in style. Only one set of small studded earrings or small hoops are permitted. These are not permitted: Large or dangling styles of any type of jewelry, including earrings. Necklaces (limit 1) are to be modest and of a religious nature (holy medal, cross, scapular, etc.). Rings (limit 2 total) are to be modest in appearance. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) Watches are fine. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate.

Other

No strong perfume or cologne may be worn. Coats, jackets, and sweatshirts may not be worn during class.

***** BOYS (K-8)*****

Shirts

Shirts are limited to long or short-sleeved styles with a collar. They must button completely down the front or have a button tab front. Knit shirts with collars and button tab fronts are also acceptable. The top button only may be unbuttoned and shirts must be completely tucked in at all times and may not be rolled or tucked up at the waist. Shirt colors are the following solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green. These are not permitted: Shirts of denim, chambray or silk material, shirts that are oversized, shirts with contrasting colors of collars or plackets.

Undershirts

All t-shirts worn beneath school shirts must be plain white.

Turtlenecks

Turtlenecks are to be of cotton or cotton blend with a collar that folds down and fits snugly around the neck. The turtleneck must be of a modest fit. Turtlenecks are allowed in white, cardinal red, navy blue, light blue, black, maroon, and hunter green.

Sweaters

Sweaters are to be of the following solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green. The sweater must be of a traditional length in cardigan, V-neck or crew neck style. Solid colored sleeveless sweater vests worn over uniform shirts are also permitted. The sweater may be flat or cable knit. These styles are not permitted: Turtleneck sweaters or sweaters that are oversized or cropped.

Trousers (Pants)

Trousers should be worn at an appropriate height. Trousers are to be plain, tailored pants of twill or corduroy and are to be Khaki, solid black or solid navy. Trousers are to be straight-legged (as in a Docker style pant). They must be hemmed or cuffed. These are not permitted: Trousers with rivets, trousers that are faded blue or royal blue, trousers with “cargo pockets”, trousers that are of jeans material or have a contrasting color of topstitching or metal ornamentation, or pants with a draw string waist. Deck pants, any pants with zippers on the legs, parachute pants, or pants with monograms or decorative emblems are also not permitted. Trousers may not be rolled or tucked into socks. “Low riders”, slit pants, back pocket flaps, outside pocket stitching.

Walking Shorts

Shorts are to be plain, tailored, twill shorts and are to be khaki, solid black or solid navy. They must be hemmed or cuffed. Shorts must be no shorter than four inches above the knee and may not hang below the knee. These are not permitted: Shorts with rivets, shorts that are faded or royal blue or shorts with cargo pockets. Walking shorts may be worn from the beginning of school until November 1, and from April 1 until the end of the school year.

Belts (Grades 3-8)

Belts must be worn if there are belt loops for all students Grades 3-8. Belts must be solid black, brown or navy. Oversized belts and/or belt buckles are not permitted. Decorative belts or belts with holes the length of the belt are not permitted.

Socks

Socks must be worn at all times, even on “dress down” days. Solid color socks of white, cardinal red, navy blue, light blue, black, maroon, and hunter green may be worn. Socks must be easily visible. These are not permitted: Footies, or socks with logos.

Shoes

Flat heeled, leather, tie, loafer style, gym/tennis shoes. Separate gym shoes are to be kept at school for students in Grades 3-8 and only used for gym classes. These styles are examples of those not permitted: Cowboy boots, sandals, clogs, flip-flops, water shoes, backless shoes and Teva sandals. Shoes with eyelets must have laces and must be tied. Shoes with straps must have the strap correctly fastened.

Hair

Hair should be clean and combed, and hairstyles must be appropriate. Dyed, streaked, or tinted hair is not permitted - no extreme styles. Hair should be above the collar. No lines may be cut into the hair. Boys must be clean-shaven. These should be visible: the face, half the ear, bangs at least an inch above the eyebrow.

Jewelry

Necklaces (limit 1) are to be modest and of a religious nature (holy medal, cross, scapular, etc.). Rings are not permitted. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) Watches, as always, are fine. No earrings are permitted. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate.

Other

No strong cologne or after-shave. Coats, jackets, and sweatshirts may not be worn during class.

GYM UNIFORMS (Grades 3-8)

Shirts

Cotton T-shirts or athletic shirts may be worn in the following solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green.

Shorts

Cotton shorts or athletic shorts may be worn in the following solid colors: white, cardinal red, navy blue, light blue, black, maroon, and hunter green. During winter and cold months sweats or track pants may be worn over shorts as students commute to and from gym class.

Shoes and Socks

Gym/tennis shoes must be worn for gym. They may be kept at school.

OUT OF UNIFORM DAYS

Occasionally for holy days, holidays, spirit days or week, etc., students will be allowed to dress out of their uniform. Instructions for what may be substituted for the uniform will be given by the teacher/principal. The school uniform may be worn on any of these days. If dressing out of uniform the following guidelines will prevail:

Spirit Wear

In an attempt to increase school pride and spirit, students may wear St. Louis Academy Spirit T-Shirts (sold through our online Spirit Wear Store at <http://stlouisspirit.logoshop.com>) on Mondays throughout the school year. Students playing on sports teams may wear their sport uniform shirt or practice jersey on game days. If a student has a game over the weekend they may wear their uniform shirt or practice jersey the following Monday. Uniform shorts or practice jerseys that are sleeveless must be worn with a short- or long-sleeved T-shirt underneath.

Dress Up

Clothing worn on these days is worn for a special occasion. Boys: Dress shirt (ties may be worn), dress pants, dress shoes. Girls: Dress, skirt, blouse or dress pants. Guidelines for girls' dresses as follows:

1. Dress length should be no more than four inches from the floor when kneeling.
2. Heel height of shoes no more than one inch high. Set shoe on flat surface & measure the back of the heel.
3. No spaghetti strap, tank top, or sleeveless dresses allowed without the use of a sweater, shrug, or wrap to cover up the top. No bare shoulders or bare backs should be showing.
4. Camisoles should be worn under dresses with a lower front. Cleavage should not be showing.
5. Do not highlight or color your hair in any way. This includes graduation ceremony.

Dress Down

Clothing worn on these days is of a more casual nature. It must be neat and not torn. When wearing shorts, please wear shorts with pockets such as a jean short. Shorts must

be no shorter than four inches above the knee. These items are not acceptable: Ripped/torn clothing, warm-up/jogging suits, gym trunks, athletic shorts, cut off shorts, sweat pants, wind suit pants, swishy pants, clogs, sandals, or shirts with inappropriate pictures or messages, and shirts which do not cover the stomach and waist. Tank tops or sleeveless tops are not permitted.

DRESS CODE VIOLATION GRADES 1-8

This dress code will be strictly enforced. Only the attire stated above may be worn. Since all parents will be asked to sign a form indicating that they have read this code and explained it to their children, few violations should occur. Should violations occur, they will be handled as follows:

Uniform offense - A uniform violation is written on a Uniform Violation Slip. The form will be sent home and required to have a parent/guardian signature and returned to school the following school day. A student upon his fifth (5) uniform violations will receive a detention. On dress up and dress down days, students who dress inappropriately will be asked to call home for a change of clothes.

The Principal and staff have the authority to determine if student apparel falls under the dress code. Students determined to be out of dress code

EVALUATIONS

St. Louis Academy is required by state law to assess the knowledge of its students. The main purpose of ISTEP+ (Indiana Statewide Testing for Educational Progress) is to draw legitimate inferences about the knowledge base of students from a sample of objectives and items representing much larger fields of learning beyond those specific objectives tested. These tests are administered at various times March through May to grades 3 through 8. IREAD3 is given to third graders as required by the Indiana Department of Education in March. Third graders must pass IREAD3 to be considered for 4th grade reading curriculum. Other benchmark and progress monitoring tools may include but are not limited to IREADK-2, Monitoring Basic Skills, DIBELS, Great Leaps, and NWEA.

Progress Reports, and Report Cards

Progress reports are issued midway through each quarter. Parents are required to sign these and return them to the teachers.

Report cards are issued quarterly for the purpose of informing parents of the child's progress in any area of the curriculum. Grades are determined by daily assignments, tests and participation in class as well as other teacher-set criteria. Parents through PowerSchool can monitor grades. Report cards are distributed by the classroom teacher and are sent home with the child. Parents are notified prior to distribution. Each student's report card is relative to that particular child. Parents are urged to encourage their children to do their best, but not to frustrate them with goals beyond their ability.

Discussion with the teacher is often helpful in determining the proper goals for your child. This is one benefit of the Parent-Teacher Conferences held at the end of the first grading period.

EXTRACURRICULAR ACTIVITIES SLP1031

Participation in the extra curricular activities offered at St. Louis Academy is a privilege for which reasonable standards are established and enforced for the educational and personal welfare of the students who participate.

Extracurricular Activities Expectations

St. Louis Academy Catholic School is concerned with helping students reach their full potential socially, academically and spiritually. Realizing that extra curricular activities promote personal growth by challenging students to be the best they can be, we encourage students to participate in extra activities over and above their regular curriculum requirements. If students cannot successfully pass a normal load of class subjects and demonstrate self-discipline while simultaneously undertaking the extra demands upon time and energy required by extra curricular activities, they should concentrate time and effort on achieving in the classroom. Based on this, St. Louis Academy Catholic School sets minimum academic achievement and conduct requirements. Students who return to school for practice of any type are not allowed to be on the school grounds until the time set for practice, nor are they to return to classrooms or the school hallway. They should use the front entrance to the gym, and are not to enter before the scheduled time and before there is an adult supervisor. After practice is over, all are to leave the gym as directed by the coaches and adult supervisors.

Scholastic Eligibility

Passing grades (no grade lower than “D-”) at the end of each grading period in all subjects. No “U” in conduct in any subject or homeroom. If a student receives an “F” or “U” she/he will be ineligible following the same procedures as listed below. However, if a student receives an “F” in a class that is given for a semester only, since these classes would then be finished mid-year and reported after the second 9-week period, we realize that a student would have no way to improve and become eligible again. If such is the case, the teacher of that subject will assign extra work for the student to complete before she/he will be considered to be eligible. The work must be completed in the time frame stipulated by the teacher and be done to his/her satisfaction. If there is a “U” in conduct, the student will check with his/her current semester teacher after several weeks for approval to once again be eligible. The student’s grade will not be changed but she/he would be eligible at mid term of the grading period that she/he received the “F” or “U”. Students who are on a special grading system may not receive a “U” in any subject or they will be ineligible as defined below.

Ineligibility Procedures

Students under probation for disciplinary reasons are ineligible to participate in extracurricular activities during the probationary period.

Academically, students will become ineligible if they receive a failing grade -- below 70% or any unsatisfactory “U” on their interim report or report cards. Teachers in grades 3-8 will review the athletes’ grades two weeks after the date that progress reports or report cards are sent home. If the grade has not improved in that time, the student will remain ineligible until the next interim report or report card, whichever comes first. Students who are ruled ineligible are ineligible for practices, games, meetings, etc.

It is a student’s responsibility to check with his teacher two weeks after he has received his grade report. If the student is passing and/or conduct has improved substantially, the teachers will give the student a new grade and/or conduct mark, and the student will come to the principal’s office. The principal will then let the athletic director/moderator know that the student either has/has not regained eligibility according to the established guidelines. At no time is the student who is failing allowed to participate in games or at practice until the coach has received the principal’s permission.

Fall extracurricular participants who received a failing grade, and/or a “U” at the end of the previous school year, must sit out the first two weeks of the academic school year. After the first two weeks of school have been completed, the teachers will review the student’s grades and the eligibility process will be followed as usual. Fall extracurricular participants who failed and/or received a “U” in the previous (4th) quarter are allowed to practice before school starts up until the first day of school, then they must serve their two-week probation.

The school principal will receive a list of extracurricular participants from the coaches/moderators prior to the opening of each extracurricular activity.

Extra curricular activities included under this policy are:

1. Sports
2. Student Council: Members are subject to the eligibility requirements as set forth in their by-laws
3. Servers: Are not eligible to leave class to serve, but would still serve as scheduled weekend Masses
4. Spring and fall musicals

Parents always have the option of removing a student from extra curricular activities before the student has received a failing grade and are encouraged to monitor their child's progress on an ongoing basis through PowerSchool.

EMERGENCIES

1. Each fall two emergency cards are given to parents to fill out. Please fill out all sections completely. These should be returned promptly to the office.
2. In case of a change of address or work or home telephone number, please notify the school office immediately.
3. Parents should make provisions to have children picked up in the event of illness or unexpected dismissals when parents are not available. These names should be listed on the student emergency card.
4. Silence and order are to be observed during a fire and/or tornado drill.

Students Diocese of Fort Wayne-South Bend P4140

Emergency Information

Emergency procedure information for each student must always be available for quick reference. An emergency card on each student or a student data form must be current and readily accessible to the principal and staff.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

FIELD TRIP POLICY SLP1019

All school-sponsored field trips at St. Louis Academy will adhere to Diocesan policy P4320, facilitate attainment of specific educational objectives, submitted in writing, and approved by the school administrator. The number of trips taken will also be at the discretion of the building administrator.

Field trips are educational opportunities provided for the students. They are not a right but a privilege. A student showing conduct, which does not prove him/her trustworthy on such occasions, will not be allowed to go. Field trips are school days and students not accompanying their class are expected to be in school. An alternative assignment will be given for a learning experience. A parent's/guardian's signature on the standard school field trip permission form is required before a student will be allowed to go. Verbal permission by phone is never permitted.

If parent drivers are used, they must adhere to all Safe Environment guidelines. The school office can provide a complete volunteer packet and additional qualifying information.

Students Diocese of Fort Wayne-South Bend P4320

Field Trips

School-sponsored field trips shall be limited to activities, which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school, and facilitate attainment of specific educational objectives in a particular course. (This policy prohibits all field trips to amusement parks.) Teacher requests must be submitted in writing when seeking approval by a school administrator. The requesting teacher is required to accompany the students on approved field trips but is discouraged from transporting the students.

- I. All field trips, including local, long distance, and overnight stays shall follow diocesan guidelines.

1. Such trips should be well planned. Full information should be given to parents and the proper permission slips should be signed. Adequate supervision by prepared adults should be in place for such trips. A car and/or bus roster must be compiled.
 2. The following guidelines must be followed:
 1. Medical Authorization Release forms (School Administrative Handbook)
 2. Documentation of insurance carrier coverage
 3. Documentation of educational purpose (Educational Related Activities form - School Administrative Handbook)
 4. Adequate supervision
 5. Diocesan Practical Guidelines for Conduct When Interacting with a Child or Young Person Diocesan must be followed
 6. Policy for all youth events involving overnight stay conducted or sponsored by a parish, school, or organization of the Diocese of Ft. Wayne –South Bend (Refer to Policy 4330).
 7. Forms to accompany overnight policy (Refer to Policy 4330).
 3. Insurance liability coverage also demands strict observance of the above criteria.
 4. All school rules apply on a field trip, however discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.
 5. If the principal is not present, the teacher in charge of the field trip shall be the onsite representative of the principal.
- II. The following alternatives to out-of-town field trips should be considered:
1. Field trips can enrich classroom learning and open new areas of interest for the student. Schools are encouraged to use the vast resources of the diocesan area for one-day field trips for students, which meet the criteria established in the policy.
 2. The use of the camps for retreats and environmental education and camping offer new learning situations that will complement classroom learning.

Recommended: April 12, 2012 Diocesan School Board
 Ratified: November 16, 2012 Diocesan Bishop

FIRE AND SEVERE WEATHER DRILLS

Fire drills are conducted monthly in compliance with the State Fire Marshall and diocesan guidelines in order to ensure the safety of all students. Severe weather and tornado drills are conducted twice during each semester in accordance with Indiana Department of Education guidelines.

FUND RAISING

School parents are expected to participate in the school fundraisers. The Home and School Association, HSA sponsor most of these fundraisers. The profit derived from these events benefits all St. Louis students in the way of tuition credit and funding for special events, i.e. Grandparents' Day and field trip fees. Fundraisers are considered part of the annual income budget that sustains St. Louis Academy.

Diocese of Fort Wayne-South Bend

P4320

Fund Raising

Fund raising is left to the discretion of the principal, and in the case of an elementary school, the pastor's approval is required. The design of the fund raising activities should consider student safety, socio-economic factors of the parish/school, state guidelines, instructional time, state law, the Diocesan Business Office and Diocesan Development Office guidelines.

Recommended: January 26, 2010 Diocesan School Board
 Ratified: June 2, 2010 Diocesan Bishop

GUM/SNACK POLICY SLP1002

Gum chewing and snacking, unauthorized by the teachers, are not allowed during the school day in the building, on school property, or on field trips.

Gum/Snack Procedures

St. Louis Academy has a Wellness Plan in accordance with state requirements. Students are allowed to bring in healthy snacks as designated and described by the teacher. Teachers will allow snacks in classrooms at times scheduled according to the teacher's discretion, at least one hour (60 minutes) prior to the class lunchtime. Students are also allowed access to a personal water bottle.

The bottle must have a re-sealable lid and may not be glass. The water bottles should be taken home each night and washed.

Gum chewing is only allowed in grades 6-8 with teacher permission. Students in PreK – 5th grade are not allowed to chew gum in school because it constitutes a serious cleanup problem.

HEALTH

If a child has contracted a communicable disease, parents must notify the school office as to the nature of the illness. A written note from the physician must accompany the student affirming safe reentry into school in the case of out of the ordinary situations, such as impetigo, etc. This complies with Diocesan policy P4220.

Health Guidelines

Children should be kept at home from school, and will be sent home from school when:

- Fever over 100 degrees
- Diarrhea or vomiting due to illness
- Thick yellow/green discharge from nose
- Open, runny sores
- Unexplained rashes
- Open sores around the mouth
- Any known contagious disease
- Persistent cough
- If after close monitoring of student health symptoms and temperature, the student's temperature seems to be rising and/or the student visibly looks ill.

If your child has unusual symptoms or sores, please notify the office prior to sending to school. Please keep your child at home until he/she is free of symptoms for 24 hours without the aid of medicine. These policies are for the health of all children. If your child does not feel well in the morning, please monitor the symptoms for a time, if needed, before deciding to send them to school.

As a reminder, we do not have a Nurse's Office. Therefore, it is imperative that students being sent home due to illness are picked up within 1 hour of the phone notification.

Business and Non-Instructional Operations Diocese of Fort Wayne-South Bend P5430

Environmental Tobacco Smoke

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, employee, student, or visitor, is allowed to smoke in these buildings.

Recommended: March 24, 2009 Diocese of Fort Wayne-South Bend Students

Ratified: October 26, 2009 Diocesan School Board Diocesan Bishop

Diocese of Fort Wayne-South Bend P4220

Health and Safety Precautions

The school shall be concerned with the health and safety of all students. Anything that is considered, in the opinion of school personnel, a health or safety hazard in the school building or on the school grounds shall be reported to the principal or other appropriate school personnel. If necessary, appropriate steps should be taken to protect students, staff, visitors, or others from the thing considered hazardous.

Any serious illness or accident is to be brought to the attention of the principal as quickly as possible. Only trained personnel will move a seriously injured or ill child. If, in the opinion of school administrators and/or the school nurse, a student's life, limb, or organ is in jeopardy of being lost as a result of accident or severe illness, the school shall have the student immediately transported to the hospital by the nearest emergency ambulance service. The student's custodial parent, guardian, or emergency contact person will be contacted as soon as possible.

If a student is injured at school to the degree that medical attention is necessary, the school shall immediately attempt to contact the custodial parent or legal guardian. If the custodial parent or guardian cannot be contacted, the emergency contact person will be contacted. If contact cannot be made with the custodial parent, legal guardian, or emergency contact person, the school shall have the student transported by ambulance to the family's physician or the emergency room of the nearest medical facility or the facility specified on the emergency card.

Except in emergency situations, no student shall be permitted to leave the building ill or go home prior to the end of the school day without the consent of the custodial parent or legal guardian. Students may be sent home ill or injured only if there is an authorized adult there to transport and care for them or with the specific approval from the custodial parent or legal guardian in the case of a high school student.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

Health Screening

During the school year volunteer nurses/doctors, and parent volunteers will conduct following screenings and examinations:

1. Hearing screening for students in grades 1, 4, 7 and those referred by a teacher.
2. Vision screening for students in grades 1, 3, 5, 8 and those referred by a teacher.

Our off-campus school nurse is responsible to see that all of our students are properly immunized and have an up-to-date health record on file. After reviewing the results of student screenings, the school nurse may make referrals to parents to seek outside medical attention for students in need. When referrals and health information requests are sent to parents, we ask that parents respond promptly and send the needed information back to the school nurse.

HOME AND SCHOOL ASSOCIATION

All parents of students attending St. Louis Academy Catholic School are members of the Home and School Association. Membership dues are obligatory and must be paid annually. Families that fulfill their volunteer requirement of 4 events during the school year will have their membership dues waived. Meetings are held three times within the school term for the board members, with one meeting in the spring that all parents are requested to attend.

HOMEWORK POLICY SLP1020

Homework is assigned as a means to help students assume the responsibility for review, comprehension, and enrichment of subject matter taught in school.

HOMEWORK

Formal learning activity carried on after school hours may take many forms. Homework could be daily study, completing assignments not finished in school, work given for reinforcement, and studying for tests. Parents can be of special help to their children by providing them with a quiet place to study without interruption. Some children need more parental guidance than others in planning work periods, organizing their time and establishing good study habits at home. While a certain amount of parental advice on homework is appropriate, it should not take the place of a student's work. The teachers recognize that different students, subjects and grade levels require different amounts of time for homework. Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below (10 minutes for each grade level). Teachers should consider the ability of the individual child.

Grades 1-2	10-20 minutes
Grades 3-4	30-40 minutes
Grades 5-6	50-60 minutes
Grades 7-8	70-80 minutes

We try to interrupt classrooms as little as possible during the day; therefore, homework is not to be picked up at the classroom during the day. Parents should notify the school office, or the parent

they call to report an absent child, before 9:30 a.m., regarding homework to be picked up, thus giving classroom teachers needed time to prepare the assignments. Homework will be prepared and sent to the office for pick up at the end of the day, when requested before 9:30 a.m. The responsibility for making up work missed is the job of the student and parents.

All teachers will discuss the concept of responsibility with their students. They will stress responsibility toward personal belongings and tasks. In order to assist the school in developing this trait among students, we ask that you do not bring your child early in the morning or return to school in the afternoon with your child in order to find books, homework, shoes, jackets, lunch boxes, etc., that may have been left behind. We hope that our students will grow in personal responsibility and learn to accept the consequences of their actions, which are traits of great value through life.

The teacher is not obligated to give homework or report cards to vacationers before a trip. It is the student's obligation to find out what he/she has missed due to an illness or vacation and to do the work in the time frame stipulated by the teacher. As a general rule late assignments are not accepted. Teachers exercise freedom in implementing this regulation in regard to their particular subject and/or grade.

INSURANCE

Students have supplemental coverage for injuries and accidents that happen during the school day at St. Louis Academy or during school sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the school secretary, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills, to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 30 days of the date of injury.

INTERNET ACCEPTABLE USE POLICY

"The school shall follow the Diocesan Internet Policy P2620. A copy of the policy is available in the school office during business hours."

LIBRARY

All students use the school library under the supervision of the librarian or their homeroom or language arts teacher. Students experiencing difficulty returning books or paying fines will have their borrowing privileges limited or withheld. If a book is lost or damaged the librarian will determine the cost. Books not recovered must be paid for, including a shipping and handling fee. Since the reordering process is time consuming and costly, we would prefer to receive the book, even though it is long overdue, than to collect the charge. Past experience has shown that books are often recovered from the most unlikely places. A student's report card may be held in the office until all fines are paid and overdue books are returned.

LOST AND FOUND

1. If money, watches, eyeglasses or other valuable objects are found/lost on the premise, notify the office
2. Other articles found are to be placed in the parish hall in the box provided.
3. No student is to go from room to room looking for the owner of an article he/she found.
4. If found articles are not claimed, they will periodically be given to a worthy cause.

MEDICATION POLICY SLP1025

St. Louis Academy Catholic School will follow Indiana State Law and Diocesan policies P4210 and P4220 regarding administering medication to pupils.

Parent Authorization Procedures

A student will not have any medicine, prescribed or over-the-counter, in his/her possession during the school day or at school functions. Such medications include Tylenol, cold medications, cough drops, eye drops, etc. By law, these medications must be administered in the clinic by the properly trained school personnel. Students must turn all medications in to the school office immediately upon arrival. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner. Any student taking prescribed medication must have the appropriate form signed by the parent/custodian or the student will be guilty of a drug violation. In order for medications to be administered by school personnel, a written consent must be on file in the office. Refer to the Administration of Medication Policy. Forms are available on the school website.

Students Diocese of Fort Wayne-South Bend P4210

Administration of Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

A policy shall be developed in each school as to who shall administer the medications.

In each building in which less than a full-time registered nurse is hired, access to medication shall be under the authority of the principal.

Each school shall designate in writing the specific locked or limited access space within each building to store pupil medication. Parents are responsible for bringing all medication to the school office.

Schools may not routinely administer over-the-counter medication. Over-the-counter medications shall be administered at home. Over-the-counter medication shall be administered at school only in accordance with diocesan-approved procedures:

I. Prescription Medications

A program for administration of prescription medications is developed and managed by the principal and/or school nurse:

- A. A school WILL NOT administer prescription medication to a student unless the school has the following on file:
 1. The written order of the student's physician or health practitioner; AND
 2. Written permission from the student's parent or guardian.
Any student taking prescribed medication at a school MUST have the appropriate information on file or the student will be in violation of the policy.
 - B. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner.
 - C. All medications are kept in locked areas (other than classrooms) or inside tamper-proof containers.
-
- II. When a medication is to be administered at school, the student's parents shall be requested to advise the school nurse (or principal) of the purpose of the medication, side effects, dosage, administration route, and time. This information is discussed with the student and other staff assigned to administer medication.
 - III. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
 - IV. In specific cases, the school (at the discretion of the principal and/or school nurse) may require that the parent/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and parent/guardian to adjust administration time to avoid the need for medications during school hours.
 - V. For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.
 - II. Over-the-counter Medications (OTC)

1. School personnel may not provide over-the-counter medications for a student.
 2. OTC (non-prescription) medication may be administered at school with the parent's written permission. The principal and/or school nurse must be aware of the purpose for which a student is to receive the medication.
 3. OTC medication shall be provided by the parent for the student with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in a central dispensing area and secured.
 4. The parent/guardian must provide consent forms giving authority to the school to administer the OTC medication.
 5. For all medications administered, the school shall keep on file the written permission of the pupil's parent(s)/guardian for OTC medication, along with any Written Order of a physician if applicable. (See Parent Authorization Form).
- III. Self-administered Medications
1. The principal must have on file an authorization from the student's parent for the student to possess and self-administer medication. The authorization must include the three items listed in paragraph B.
 2. In addition to the parent's authorization, the principal must have on file a written statement from the physician indicating that:
 1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 2. The student has been instructed in how to self-administer the medication; and
 3. The nature of the disease or medical condition requires emergency administration of the medication.
 3. The authorization and statement described in paragraphs A and B must be filed with the principal annually.
 4. Students having a chronic disease or medical condition may possess and self-administer medication for that disease or condition while on school grounds, traveling to, or attending school events.
- IV. Protection of School Personnel
1. A school may not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as injectable insulin or a fingerstick for glucose. A school also may not discipline such a person for refusing to administer medication, drugs or tests without the written consent by the student's parent/guardian or the written order of a physician/practitioner.
 2. If a school employee is not a practitioner or a person licensed under IC § 25-23 and the school employee is responsible for administering injectable insulin or a glucose test by finger prick, the employee must obtain from a practitioner or a registered nurse licensed under IC 25-23 the training that the practitioner or registered nurse determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner or registered nurse that indicates the school employee has received the training described above.
- V. Discarding Medications
- The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or school nurse will dispose of the medication in an appropriate manner and document that the medication was discarded. Medications should be discarded in the presence of a witness.
- VI. Protection from Liability
1. If compliance with II (E) and IV (B) above has occurred, a school administrator, teacher, or other school employee designated by the school administrator, after consultation with the school nurse, who in good faith administers either:
 1. Non-prescription medication in compliance with the written permission of the pupil's parent or guardian, except in the case of a life threatening emergency;
 2. A legend drug (as defined in I.C. 16-18-2-199 and including injectable insulin) in compliance with the written order of a practitioner and written permission of the pupil's parent or guardian, except in the case of a life-threatening emergency;
 3. A glucose test in compliance with the written order of a practitioner;
 4. Health care services, basic life support, or other services that require the administrator, teacher or employee to place the administrator's, teacher's or employee's hands on the pupil for therapeutic or sanitary purposes; or
 5. Any combination of numbers 1 through 4; to a pupil is not personally liable for civil damages for any act that is incident to or within the scope of the duties of the employee as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct. IC 34-30-14-2.
 2. The school is not liable for civil damages as a result of a student's self administration of medication for an acute or chronic disease or medical condition as described in paragraph III, except for an act or omission amounting to gross negligence or willful and wanton misconduct.
See "Written Order for Medication Form," "Written Consent for Administration of Medication Form," in the Health & Safety Manual. (Revised August 2004)

Recommended: April 12, 2012 Diocesan School Board
 Ratified: November 16, 2012 Diocesan

MUSIC, CHOIR AND BAND

All students in grades PreK-8 are offered music as part of the instructional time during the school day. Instrumental music is offered through the elective band program. The band includes grades 5-

8. There is one choir for students in Grades 5-8. Students in the Choir participate in various Sunday masses throughout the school year, and both the band and choir perform in special events such as Grandparent's Day, the Christmas program, etc. Music and singing is an important part of St. Louis Academy culture and all students are encouraged to sing with their whole heart and voice.

NEWSLETTER POLICY SLP1003

A school newsletter including upcoming events, student and teacher accomplishments, and information, shall be established to promote communication between the school and home. A copy will be emailed to the parents and will also be available on our website. Teachers will create classroom newsletters weekly and will upload them onto our website where parents can access them.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is highly recommended that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

NOON RECESS

1. When staying in the main building because of inclement weather, students must remain in homerooms. Students coming in from the mobile classrooms in third grade will enter the kindergarten homeroom, and students coming in from fourth grade will enter the second grade homeroom.
2. Weather is monitored carefully. Students are not expected to go outside in severely cold or wet weather. When available, students will use the gym for recess in the event of inclement weather. If the gym is unavailable or is not the best option, for example in the case of severely wet weather, students will have recess in the main building.
3. A parent's note explaining a reason for a student not participating in outdoor play is required before a student will be allowed to remain in the building for recess.
4. Obedience and respect are to be shown to all adults and students who patrol the playgrounds.
5. Students must play only where designated on the playground and obey the following rules:

Recess Rules

I will respect the playground monitors and obey their directions without argument.

I will be trustworthy and stay within the playground boundaries.

I will keep all toys from home in my book bag.

I will respect others by:

Keeping my hands to myself

No tackling

No picking up sticks, stones, snow or other children

No carrying or picking up other children

I will keep balls, jump ropes, and other playground equipment out of the mulch.

I will play only touch football (grades 3-8 only), on the backside of the playground.

I will use the zip line only if I am a 3-8th grader.

I will line up quickly when the bell rings.

I will use playground equipment appropriately.

6. It is necessary to obtain permission from an adult recess monitor to reenter the building at noon. This should be requested only in case of emergency.
7. Snow, snowballs or ice may not be thrown at any time on school property.
8. At no time may you leave the school premises, even if ill, without the permission of the office.
9. Special permission is needed to be in the hallway at this time.
10. A student who cannot follow the above rules may be asked to go home over the noon break.

PARENTAL ACCESS RIGHTS TO STUDENT RECORDS - ANNUAL NOTIFICATION ANNUAL NOTIFICATION OF PARENTAL ACCESS RIGHTS TO STUDENT'S RECORDS Family and Educational Rights and Privacy Act

Any natural parent, guardian, individual acting as parent in the absence of a parent or guardian of a student of a diocesan school, or a student or former student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has the following rights (unless there is a court order, State statute, or other legally-binding document precluding these rights):

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records if he/she believes that they are not accurate.
3. Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Education Rights and Privacy Act and the FERPA Regulation 99.31 authorize disclosures without consent, and
4. File with the U.S. Department of Education a complaint under 34 C.F.R. § 99.63 and § 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part.
5. A copy of the Diocesan Policy (P4170 - Access to Official Student Records) and procedure for access to student's records can be requested from the school office.

PARENT INVOLVEMENT IN ST. LOUIS ACADEMY ACTIVITIES

St. Louis Academy Catholic School has a very active parent volunteer committee, and we welcome and encourage you to take an active part in all school activities. Parents may wish to take part in the volunteer program to direct an activity, as room mother/father, or to volunteer several hours a week in a classroom.

Occasionally we need your assistance on field trips, sharing your expertise, hobbies, or travel experiences in the classroom. It is very important that you show interest and enthusiasm for your child's activities and accomplishments. Please do try to attend your child's presentations. Your support is essential and helps to build the family, Church, and school relationship that help to keep St. Louis Academy so strong.

PARTIES

We would encourage parents of upper grade students not to place their children in a social situation for which they may not be prepared. Mixed parties and unsupervised parties in homes can be that type of setting.

Birthday Parties

A child often considers his/her birthday to be the most important day of the year. On that day parents may wish to bring enough fruit, cupcakes, or cookies to share with classmates and teachers. A child's teacher should be notified of the treat well in advance. Extra plans, such as

balloons, toys, etc. should be saved for the celebration at home. If balloons are delivered to the school they will be given to the child at the end of the day to avoid classroom disruption. For at-home parties parents are urged to include either all of the class or all of the members of one sex of the class members. All party invitations should be mailed and not sent to school. Nothing crushes young spirits more than the dreadful realization that one is among the few, or is the only one, excluded from a classmate's birthday party.

POLICY REVIEW SLP1004

All St. Louis Academy Catholic School Board policies will be reviewed every five years and updated as needed.

PRIVATE TUTOR POLICY SLP1028

St. Louis Academy recognizes the need for individual assistance for some students. St. Louis Academy will support the involvement of private tutors, who are not paid by the school, by permitting the tutors to use school facilities on a case-by-case basis, if space is available. There are also requirements and restrictions that apply to this policy.

Private Tutor Requirements

1. The tutor's resume, credentials, and references must be provided by the parent and be placed on file in the school office.
2. The schedule of the tutor's activities on the St. Louis Academy campus must be proposed and approved by the Pastor and Principal.
3. The smooth operation of St. Louis Academy Catholic School and Parish is the highest priority. A tutor's activities must defer to St. Louis Academy Catholic School and St. Louis Parish activities.
4. The principal, along with parents and teacher, must establish the need for and use of an outside tutor during the school day before any relationship is agreed upon.
5. Permission/liability forms, which indicate consent and responsibility of tutor and parents, must be completed.

Private Tutor Restrictions

1. St. Louis Academy Catholic School reserves the right to refuse access to the school's facilities based on a review of the tutor's resume, credentials, and/or references by the principal or other limitations on space or resources.
2. Any interference/disruption of school's schedule or parish schedule will be reviewed with the tutor for immediate resolution.
3. The tutor may not dictate changes in curriculum or requirements for course work for the student being tutored.

Private Tutor Procedures

- A. Parent contacts student's teacher to discuss the student's need and how it can be met. If the student need cannot be met by school personnel then proceed to step B.
- B. The parents, teacher and administrator meet to discuss the need. If all agree that the child's need is severe and cannot be met by the use of teacher help, or a tutor employed after school hours, then proceed to step C.
- C. Parents, teacher and administrator meet to discuss the scheduling possibilities. This is dependent upon:
 1. Availability of a space suitable for tutoring.

2. An agreement can be reached as to the school instruction time the child will miss and how he/she will make up the instruction missed.
 3. A tutor's schedule must defer to St. Louis Academy Catholic School activities and needs. Should these activities and needs conflict at any time. If scheduling is possible, then proceed to step D.
- D. Parents and tutor are required to submit the following:
1. A parent/guardian shall provide the principal with at least one letter of reference for the tutor.
 2. The tutor shall sign the "Tutoring Agreement" form.
 3. Parent/guardian shall sign and have notarized the "Parent Authorization Form and Waiver".
- E. Twice a year the parents, teacher and administrator shall meet to evaluate the tutoring and to discuss how the student is progressing as well as any problems or concerns.

PROMOTION AND RETENTION POLICY SLP1030

It is the policy of St. Louis Academy Catholic School that a student may be placed, promoted, or may repeat a particular grade level for a variety of reasons determined by the principal, teachers, and parents. St. Louis Academy Catholic School will follow Diocesan policy P4130 regarding promotion and retention.

Promotion and Retention Procedures

The following may be reasons for retention:

1. In kindergarten and grade one an average of F in reading
2. In grades two or three an average of F in reading and math.
3. In grades, four through eight an average of F in three major subjects.

Conditional promotion with summer school/tutoring:

1. In grades two or three an average of F in reading.
2. In grades four through eight an average of F in two major subjects.

A student may repeat a particular grade level for the benefit of maturity, lessening pressure, or any other reason deemed beneficial by the concerned parties of parents, teachers and principal.

Students	Diocese of Fort Wayne-South Bend	P4130
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Promotion / Retention / Graduation

I. Elementary Schools

Each school shall develop a policy regarding grade level promotion or retention guidelines. The promotion or retention is the local school's decision based on evaluation of the following factors:

1. Ability
2. Emotional and physical maturity
3. Attendance
4. Completion of required curriculum / achievement
5. Testing results/ review of supportive evidence, such as samples of student work, test results, progress reports, report cards, etc.
6. Previous retention in a grade

A principal (in consultation with the teacher) may recommend that a student be retained in the present grade after considering the above factors.

- II. The school may prepare a recommendation for retention whenever practical and consistent with Diocesan educational standards. These steps should be followed:
 1. Identification and documentation of the student's deficiencies by end of the 90th day of school;
 2. Parent/teacher conference with parent/guardian to discuss the possibility of recommending retention of the child and to explore assistance (e.g., educational and/or psychological testing, tutoring, etc.) and options;
 3. Upon continuation of the learning problems, a written recommendation for retention providing reasons for the recommendation signed by the principal and teacher; and
 4. Signature of the parent/guardian if the recommendation is rejected. The signed document is placed in the student's permanent folder.

5. The school retains the right not to accept or enroll said student for the following year.
- III. High Schools
The high schools shall follow all Indiana Department of Education guidelines for graduation requirements and for placement at Grade 10.

Recommended: April 12, 2012 Diocesan School Board
Ratified: November 16, 2012 Diocesan Bishop

RELIGION PROGRAM

Students regularly attend Holy Mass. Students in grades one through eight celebrate Mass each Tuesday through Friday, and Kindergarten attends each Wednesday and Friday. Students experience a loving and joyful encounter with Christ in the Eucharistic Celebration. Through their participation at Mass, the children learn to proclaim Christ to others by living the faith, which expresses itself through love. All liturgies are directed toward a greater response to the gospel in the daily life of the children. The children take a special part in Mass by singing, cantoring, lecturing and serving. The children also participate in special liturgies and prayer services, marking the seasonal cycles of the church year, special holy days, and traditional Catholic Christian practices and prayers.

In addition to the celebration of the liturgy, the children participate in religion classes, virtues instruction, and daily prayer as part of the regular classroom curriculum.

Religious Issues

St. Louis Academy Catholic School shall follow the Diocesan Internet Policy P4410, regarding “The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.”

Sacramental Preparation

Reception of the sacraments is of prime importance at St. Louis Academy. Parents are asked to become involved as the child approaches Christ in the reception of the sacraments.

First Reconciliation and First Holy Communion are special celebrations of the second graders and Sacramental Preparation classes are scheduled throughout the year for parents and children.

The eighth grade students of St. Louis Parish are welcomed as candidates for the Sacrament of Confirmation. The candidates prepare for this celebration through participation in a diocesan-sponsored youth rally, service projects, and learning sessions. Students at St. Louis Academy receive additional instruction for sacrament preparation through religion class.

Throughout the school year, students have several opportunities for Reconciliation.

REMINDEMERGENCY COMMUNICATIONS

St. Louis Academy has implemented a communication process through Remind. Parents will text to join the SLA Remind Parent Group. The Principal or secretary will send a Remind message in case of school emergency, delay or cancellation (due to snow/weather). Occasionally a message will be sent informing parents that an important e-mail message from the school has been sent to them. If you wish to receive text messages from the Remind communications system, simply text the word “@slaparents” to the number 81010. Further instructions will be texted to you to complete enrollment.

REPORT CARDS

1. Report cards are issued four times a year.

2. Students absent 10 days in a grading period do not receive a report card until work is completed.
3. Our marking system is based on the student's performance in these areas: Recitation, class work, class participation, written work, homework, tests, conduct, and effort.

Explanation of marks:

FW-SB Diocesan Grade Scale Gr. 3-12

A+ = 100-97

A = 96-93

A- = 92-90

B+ = 89-87

B = 86-83

B- = 82-80

C+ = 79-77

C = 76-73

C- = 72-70 D+ = 69-67 D = 66-63 D- = 62-60

F = 59-below

FW-SB Grade Scale Gr. K-2

O= 100-95

S+=94-87

S=86-80

S-=79-70

N=69-60

U=59-Below

O = Outstanding Progress

S = Satisfactory Progress

I = Improving

N = Needs Improvement

US = Unsatisfactory Progress INC =

Incomplete

NA = Not evaluated at this time

Grading in Specials Classes

St. Louis Academy believes that students are enriched through specials classes such as Physical Education, Music, Art, and Computer. These special classes meet one to two days per week, for up to 50 minutes. Teachers in these classes evaluate students according to their development against the state standards for that class. Formal reporting of student progress in these classes will occur mid-year in quarter 2, and at the end of the year in quarter 4. Progress in skills towards standards will be represented as P - proficient in skills towards standard, E - emerging in skills toward standard, NI - needs improvement in skills toward standard.

Honor Roll

The honor roll is designed to give recognition to students in grades 3-8 who have achieved a high standing in the academic areas:

High Honors

All A's, O's

Honors

All A's, B's, O's and S+'s

RESPECT FOR PROPERTY

Students will respect the property rights of the school as well as those of all other students. Restitution is required for any property damage. Students who walk to school are to use sidewalks where provided and avoid blocking traffic where there are not sidewalks by walking on the side of the road. Please emphasize respect for the property of others by reminding your children that short cuts through yards and other private property are violating the rights of others.

SAFETY POLICY SLP1005

St. Louis Academy Catholic School will provide a safe environment for all students and staff.

SAFETY

Because we are concerned with the safety and well being of our students, our school and the diocese have prepared a Safe and Secure School Plan, which addresses events which may threaten our students. During the school year we will conduct drills for fire and severe weather as well as lock down drills. In addition, the plan provides for responding to crisis situations, such as

identifying evacuation sites and providing support for students, parents, and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

Diocesan policy stipulates that all visitors and parents sign in at the office when entering the school. Please do not come into the building and go into the classrooms. Make an appointment if you need to speak to the teacher. If your child forgets his/her lunch, books, etc. bring the item to the school office. This regulation is for the safety of the children.

SAFE ENVIRONMENT

We want parents to feel that school visits are a welcome part of a child's growth. Following Diocesan guidelines, which are outlined on website of the Diocese of Fort Wayne/South Bend at www.diocesefwsb.org, parents who are to be in regular contact with students are to adhere to the Safe Environment Guidelines. The school secretary is our parish Safe Environment coordinator. Upon request, she is able to begin the process that would allow individuals to volunteer at the school on a regular occasion. Reasons a parent or grandparent would need to go through the Safe Environment process could be, but are not limited to:

- a) Volunteering as a "Room Mom" or "Room Dad" for a classroom,
- b) Planning to chaperone for a field trip during the year,
- c) Planning to volunteer on a regular basis in the school.

Parents/grandparents who plan to visit for a birthday party, or plans to only be in the building for a one-time special occasion do not need to adhere to the Safe Environment procedures.

SCHOOL CLOSINGS AND DELAYS

When St. Louis Academy is closed or delayed due to weather conditions or emergency, we will follow EAST ALLEN COUNTY SCHOOL directives. Such closing or delays will be announced on the following radio/television stations: WOWO (1190 AM), WANE-TV (21), WISE-TV (33), and WPTA-TV (21). We will send text messages via our Remind text connection, and post delays or closings on our website at www.stlouisacademy.org, and on our school Facebook page @StLouisAcademy. The school and rectory should not be called regarding openings or closings.

- A **two hour delay** means school will begin at 9:50 a.m. with dismissal at the regular time.
- A **three hour delay** means school will begin at 10:50 a.m. and **dismissal is at 3:30 p.m.**

Lunch: the Lunch schedule remains the same for a one or two hour delay, but is delayed one hour in a three hour delay.

Early Dismissal Wednesdays: In the event of a two-hour delay on an early dismissal Wednesday, there will be no early dismissal. School will dismiss at 3:00 p.m. on a two-hour delay.

Whenever school is canceled due to weather or other local emergency, all after-school activities scheduled for that day will also be canceled. Safety of students and parents is foremost. Extreme after-school circumstances will be considered by the principal and teams or groups involved. The principal will make any final decisions in extenuating circumstances.

SCHOOL SUPPLIES

Students are responsible for all learning materials issued to them - textbooks, workbooks, library books, etc. Payment is to be made for lost or damaged items, including physical education equipment, damaged due to abuse or misuse. A list of school supplies can be found on our school website www.stlouisacademy.org.

SCHOOL BOARD

The Board of St. Louis Academy is an advisory and policy-making Board established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of matters pertaining to the parish school. The Board consists of six elected members, one appointed member, the pastor, and the principal. Members are elected for a three-year term and are selected from the parent and parish community of the school. There is one appointed member who serves a one-year term.

Ratified: November 16, 2012 Diocesan Bishop

SECLUSION & RESTRAINT PLAN

Pursuant to Indiana Code 20-33-8-12(a)(1), effective July 1, 2014, St. Louis Academy Catholic School maintains a student Seclusion and Restraint Plan. If needed for perusal, a plan copy may be requested from the Principal.

SOCIAL MEDIA SLP1028

Monitoring student social media accounts is primarily the role of the parents/guardians. When using social media, students of St. Louis Academy are expected to act as a representative of the school and should not conduct themselves in a way that is against the teaching of the Catholic Church, or below any standards of behavior set forth by the administration of St. Louis Academy.

Procedures for Social Media Misconduct

Should student misconduct be brought to the attention of the St. Louis Academy administration, the following procedure will take place:

1. The administration will discuss an appropriate consequence for the student specific to the offence.
2. The parents/guardians of the student will be notified. They may be asked to come into the office, or may have a discussion with the administration over the phone, with an explanation as to why the social media post/blog/discussion falls under the category of misconduct.
3. Appropriate consequences will be discussed with the student and his parents/guardians. It will then be the responsibility of the student and parent to fulfill the required consequence.

Internet Use Expectations

Internet access is available to students and teachers in St. Louis Academy Catholic School. We are very pleased to bring this access to our school and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to student and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Internet User Agreement

As users of the St. Louis Academy Catholic School computer network, all students must agree to comply with the stated rules, terms, and conditions, honoring all relevant laws and restrictions. Please see Internet User Agreement Form at the end of this handbook.

SEXUAL/RACIAL HARASSMENT POLICY SLP1032

It is the policy of St. Louis Academy to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual nature. Please contact the principal for the diocesan procedure for reporting sexual harassment. This is in compliance with Diocesan policy P4580 and procedure for P4580.

Harassment Prohibition

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities. See Procedure to P4580 & P3630-Legal Issues: Harassment Prohibition (Personnel) See forms to report harassment in School Administrative Handbook

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

Procedure for Policy 4580

Sexual/Racial Harassment Prohibition

This policy and procedure covers situations in which a student claims to be the victim of harassment (see Policy 3630 and accompanying Procedure relating to employees who claim to be victims).

I. Sexual Harassment

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
2. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.

C. The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

II. Other Forms of Harassment

1. Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
2. Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, religion, national origin, age, disability, or other protected trait. See also Policy 4620 – Diocesan Internet Acceptable Use and Policy 4630 - Student Use of Internet Off Campus.
3. The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

III. Complaint Procedures for Students

1. Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must insure that the complaint procedure explained below in Section III, C is followed.
2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.
3. All complaints of harassment shall be handled in the following manner:
 1. Complaints must be made by student, and parent/guardian if under age 18, in writing on forms supplied by the school.
 2. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
 1. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;
 2. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:
 1. Complete the Investigative Report of Alleged Harassment;
 2. Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation;
 3. Contact the parents of all students known to be involved.

2. Any person in a leadership role who willfully violates this policy will be asked to resign from that role.

TELEPHONE/ CELL PHONE

The office telephone may be used when a student has a note of permission from a teacher. Parents are advised to contact their child during the school day by calling the school office.

Electronic Communication Devices, Cell Phones, and other Electronic Media Devices:

Electronic devices disrupt the educational process and are, therefore, not to be used during school hours. These devices must be turned off, and turned into the secretary first thing upon arrival, and kept in a bin behind the secretary's desk during the school day. Students can retrieve them after the dismissal bell rings. Examples of these devices include, but are not limited to: cell phones, camera phones, PDAs, pagers, cameras, digital recorders, iPods, mp3 players, radios, headphones, iPads, personal stereo systems, electronic game players, CD players, DVD players, camcorders, and laser pointers.

Electronic devices, which are either seen or heard and are not turned in, will be confiscated with the following consequences administered.

1st Offence: Before-School Detention. Parent must pick up the device.

2nd Offence: School community service. Parent must pick up the device.

3rd Offence: In-School Suspension. Parent may pick up device after two weeks.

4th Offence: Discipline may include Out-of-School Suspension or Expulsion. Device held indefinitely.

TUITION FOR ST. LOUIS ACADEMY SLP1008

By enrolling the child, the parents or legal guardian agree to pay tuition. The Principal, Pastor, and the Parish Finance Committee, with consultation with the School Board, determines the school tuition for each school year.

Tuition Guidelines for St. Louis Academy

In April, 1996 the Finance Committee of St. Louis Academy School Board, in compliance with diocesan policies, approved the following guidelines to enroll a child at St. Louis Academy.

Parishioner rates are available to those meeting these requirements:

- 1) Your family must be registered at St. Louis parish
- 2) You must be an active member in the parish, defined as follows:
 - a. attend Mass weekly
 - b. contribute time and talents to school and parish activities
 - c. ideally contribute 5% of gross income to parish and another 5% to charitable organizations in accordance with the Catholic Church's teaching on tithing.
- 3) If you are a member of another parish, the parent or guardian must provide a letter from the pastor verifying membership as outlined in #2.

Recommended: January 1, 1997

Ratified: October, 10, 1999

TUITION CREDIT POLICY SLP1301

Effective beginning with the 2013-2014 school year, Scrip, and private donation credits will be applied once annually. This amount will be credited in June and will apply to the following year's tuition.

Scrip

An update on Scrip credits will be provided to families in January. If a financial need arises or for any family or with a youngest child in 8th grade, a written request may be made to have the January SCRIP amount applied to their current year's outstanding tuition FACTS balance in January/February. This request must be made in writing by January 10.

Vacations (Extended)

If it becomes necessary to extend a scheduled school break/recess or to take an additional break/vacation, the parent/guardian must submit a written note to the principal stating the purpose and the dates on which their child will be absent.

The teacher is not required to prepare the assignments ahead of time. It is the parents' responsibility to make the necessary arrangements for acquiring the class work missed during their child's absence. They also need to monitor their child's completion of missed work.

According to the diocesan Attendance Policy #4040, vacations are considered as an unexcused absence (Section II,C,3). As noted in Section IV, the school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused.

VISITATION POLICY SLP1006

All school visitors must report directly to the school office to secure a school visitor's pass. This is in compliance with Diocesan policy P2410.

Visitation Guidelines

An Open House for parent visitation is held during Catholic Schools Week each year. If you wish to visit your child's classroom we suggest that you visit after September and before May. At this time in the school year your child should feel secure within the class and emotionally independent.

Parents are requested to call the school well before the day they wish to come. This plan permits the secretary to check with the teachers involved. Please do not call the same day you wish to visit. Visits are not possible, for example, if the teacher has scheduled a test. Unexpected circumstances (a substitute, for example) might make it necessary for the school to request a parent to reschedule a visit.

As with any visit to the school parents are asked to check in at the school office when they arrive. Visits should be kept to a reasonable length of time (one to two hours at most). Your child's teacher can suggest an appropriate time period. Parents can expect to visit primarily as a quiet observer. Please do not try to conference with a teacher during your visiting time. The teacher is responsible for the instructional time for the students. When parents wish to discuss a child's progress, a scheduled conference at another time will be necessary.

As a general rule, teachers as well as students will not be interrupted while in class. If a parent needs to give something to a child (lunch box, book, etc.) it should be given to the school secretary who will deliver the object at an appropriate moment. However, we strongly encourage your child to assume the responsibility for remembering to bring money, lunch, books, etc. in the morning.

Community Relations

Diocese of Fort Wayne-South Bend

P2410

Visitors to School Buildings

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building. See: School Health and Safety Manual

Recommended: January 26, 2010 Diocesan School Board

Ratified: June 2, 2010 Diocesan Bishop

WITHDRAWAL POLICY SLP1026

When withdrawing from St. Louis Academy Catholic School for any reason, parents are to notify the school office. Students who are withdrawn from St. Louis Academy for academic or disciplinary reasons cannot be readmitted at a later date.

and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the students(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

1. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided with the opportunity to complete his/her education in the Catholic school without interruption.
2. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
3. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.

D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

II. Pregnancy – High School Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

If it has been discovered that a student enrolled in a diocesan high school is pregnant or is the putative father of an unborn or already-born child, the principal will conduct initial, confidential meeting(s) inviting:

1. The student(s) involved
2. The parents/guardians of the student(s)
3. A priest(s) assigned to the high school

The purpose of the meeting is to investigate and, if necessary, to assure the parties involved that the student(s) will be provided the opportunity to complete his/her education in the Catholic school without interruption and also to emphasize the Church's teaching on the sanctity of human life.

In order to continue his/her education at a diocesan high school, a pregnant student and/or a putative father and the respective parents/guardians must agree to:

4. Secure continued professional prenatal/childrearing care and/or adoption alternatives and
5. Receive pastoral and psychological counseling to assist in coping with the circumstances and to be helped to make the right decisions in keeping with Church teachings. (The school's pastor/designated priest must approve all such professional assistance.) The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the priest(s) assigned to the high school, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

III. Abortion

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and as a most serious sin; Catholic schools must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop. A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, and a person(s) designated by the Bishop. The purpose of this meeting will be to ascertain the fact relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's suspension or expulsion.

IV. Marriage

The school administration will defer the decision regarding the disposition and continued enrollment of any student entered into marriage to the Vicar of Education or a delegate of the Bishop.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

Students

Diocese of Fort Wayne-South Bend

P4550

Student Accused of a Non-School Related Criminal Act

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student. See P4520 – Grounds for Suspension or Expulsion of Students

Recommended: April 12, 2012 Diocesan School Board

Students Diocese of Fort Wayne-South Bend P4490

Student Locker and Vehicle Searches

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

I. Persons and Personal Belongings

The school reserves the right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

II. Student Lockers

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

III. Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

IV. Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

Recommended: April 12, 2012 Ratified: November 16, 2012
Diocesan School Board Diocesan Bishop

Students Diocese of Fort Wayne-South Bend P4630

Student Use of Internet Off Campus Policy I. School Handbook Information

Diocese of Fort Wayne – South Bend

Handbooks will express clear expectations while taking into consideration changing circumstances that are a part of school life.

Parents will have the primary responsibility to oversee Internet use. Building level administrators will respond to Internet use concerns that are brought to their attention from outside the school.

II. Handbook Statement for Internet Use Outside of School

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Recommended: April 12, 2012 Diocesan School Board
Ratified: November 16, 2012 Diocesan Bishop

Internet User Agreement Students in Grades K-8
(Please read this document carefully before signing.)

As a user of the St. Louis Academy Catholic School computer network, I hereby agree to comply with the stated rules, terms, and conditions, honoring all relevant laws and restrictions.

I understand that my use of technology and the Internet in the school is a privilege, not a right.

Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Further disciplinary action may follow as indicated in the school handbook.

I understand that I am expected to abide by the generally accepted rules of technology and network etiquette. These include (but are not limited to) the following:

Network and Technology Etiquette

1. Be polite. Do not send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Use technology and network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on line contact immediately.
10. Handle with responsibility and care any computers, computer systems, computer networks, iPads, and/or any other school technology made available to you by the school.

I understand that the following are not permitted:

1. Sending or displaying offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
2. Using violent, abusive, obscene or sexually explicit language.
3. Sending harassing, insulting, or threatening messages.
4. Damaging computers, computer systems, computer networks, or iPads or attempting to harm or destroy data of another user.
5. Violating copyright laws.
6. Unauthorized use of another's password.
7. Trespassing in other's folders, work, or files.
8. Intentionally wasting resources.
9. Employing the network for commercial purposes.
10. Transmission of any material in violation of any U.S., state or local law.
11. Obtaining software or data fraudulently or illegally.
12. Revealing one's own or another's personal address or phone number.

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Parent/Guardian Name _____

SOCIAL MEDIA EXPOSURE 2017-2018 OPT-OUT FORM

Our St. Louis Academy Catholic School and our Diocesan Catholic Schools Office maintain websites, Facebook pages, and prints promotional materials. These mediums are used to highlight student/parent accomplishments and other school related involvement. From time to time, we may determine it beneficial to publish pictures of students/parents, as individuals/groups, on websites, in brochures, etc., for any number of reasons, e.g.:

1. Acknowledgment of students/parents receiving honors and achievements;
2. Participation in athletics, student/parent organizations, clubs, or school sponsored, extra-curricular activities;
3. Participation in the school or school-sponsored events;
4. Depictions of students/parents in relation to special school-related occasion or times of year, e.g. athletic events, graduation, school service projects, etc.

We believe that publication of student/parent pictures on publicly accessible websites and social media outlets assists us in promoting the success and benefits of our school and diocese, and the accomplishments and efforts of our students and parents. We would like to seek your approval before considering using your pictures.

Please complete and return this form to the school office only if you DO NOT want you or your child's photo or name to appear in the social media publications explained above.

I request that my child(ren) picture and name not be published in any school or diocesan publication. I understand that not completing this form and returning it to the office gives permission to St. Louis Academy and the Fort Wayne/South Bend Diocese to use photos of me and/or my child/children at their discretion.

Student Name: _____

Grade: _____ □

Parent/Guardian Name: (Please Print) _____

SCHOOL COUNSELOR OPT-OUT FORM

A licensed school counselor is available to all students. The school counselor will provide classroom instruction that addresses academic, career, and personal/social development on a regular basis in grades pre-kindergarten through eighth. The school counselor will develop and facilitate small discussion groups on various topics as needed as well as on an individual basis as needed. School counselors are professional advocates who provide support to maximize student potential and provide support for and facilitate communication for all students, parents, and faculty. Please complete and return this form to your child's teacher only if you DO NOT want your to child to participate in the school counseling program.

I request that my child not participate in the counseling program. I understand that parent permission is not required for counseling that is needed to maintain order, discipline, or a productive learning environment.

Student Name: _____

Grade: _____

Parent/Guardian Name: (Please Print) _____

Parent/Guardian Signature: _____ Date: _____

St. Louis Academy
Handbook Receipt Acknowledgment (P4510)

All families at St. Louis Academy are required to sign this form and return it to school.

By signing below we acknowledge that we have received a copy of the St. Louis Academy Student/Parent 2017-2018 Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne/South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Each student’s parent/legal guardian and all students must acknowledge in writing that they have the handbook and have reviewed its contents with the student.

Family Name printed: _____ Date: _____

Parent Signature: _____

Parent Signature: _____

Student Name Printed:

Student Name Signed:

